



Materials on HIV Prevention Community Planning

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CDC National Prevention Information Network

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The National Prevention Information Network (NPIN) is a national reference, referral, and distribution service for information on HIV/AIDS, sexually transmitted diseases (STDs), and tuberculosis (TB), sponsored by the Centers for Disease Control and Prevention (CDC). NPIN services are designed to facilitate the sharing of information and resources among people working in HIV, STD, and TB prevention, treatment, and support services. NPIN staff serve a diverse network of people who work in international, national, state, and local settings.

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**U.S. DEPARTMENT
OF HEALTH & HUMAN SERVICES**
Public Health Service



The materials listed in this booklet have been developed to help you plan and put into action HIV prevention community planning efforts. These publications provide tools for conducting the community planning process, help groups assess their progress, and help analyze what works in HIV prevention.

The materials are drawn from NPIN educational materials databases, which staff update regularly. Visit the NPIN Web site at www.cdcnpin.org and conduct a database search for the most current information. To request a customized database search, order a free list of materials, or ask specific questions about prevention community planning, contact NPIN at 1-800-458-5231 (1-800-243-7012 TTY).

This information is made available as a public service. Neither the CDC nor NPIN endorse the organizations and materials represented. It is the responsibility of the user to evaluate this information based on individual needs and community standards prior to use.

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Materials Available Through the CDC National Prevention Information Network (NPIN)

To obtain copies of the following materials, call NPIN at 1-800-458-5231 (1-800-243-7012 TTY) and provide the publication number. Many documents can be viewed and downloaded online through the NPIN Web site at <http://www.cdcpin.org>. All documents can be ordered through NPIN's online ordering system.

Evaluating HIV/AIDS Prevention Programs in Community-Based Organizations, National Community AIDS Partnership

This guide addresses selecting an evaluation methodology appropriate to the program being evaluated and to the needs and resources of the organization conducting the evaluation (September 1993). Request publication no. D576.

Example Format for Comprehensive Prevention Plan

This resource outlines the essential elements of a comprehensive HIV community-based prevention plan (Centers for Disease Control and Prevention, 1994). Request publication no. D793.

Facts About HIV Prevention Community Planning

This fact sheet summarizes the Guidance Document on HIV Prevention Community Planning, issued by CDC to the 65 state, territorial, and local health departments that receive HIV prevention funds (Centers for Disease Control and Prevention, 1997). Request publication no. D400.

Handbook for HIV Prevention Community Planning

This manual represents a first step in developing a technical assistance support system for project areas undertaking participatory community planning for HIV prevention. Sample Models and Tools for

Conducting Needs Assessment for HIV Prevention Community Planning (see below) is the supplement to this document (Academy for Educational Development, 1994). Request publication no. D071.

HIV Prevention Among Drug Users: A Resource Book for Community Planners and Program Managers

This resource book supports the need of prevention planners and program managers to learn about and understand the critical issues involved in drug use, sexual behavior, HIV transmission, and their interrelationships (Academy for Educational Development, 1997). Request publication no. D189.

HIV Prevention Community Planning Case Studies

This report details the HIV Prevention Community Planning Process in Washington, D.C., and in Los Angeles County, CA. It covers the issues that have emerged as HIV prevention community planning was implemented in 1994 and highlights the many positive accomplishments of the jurisdictions that participated in the case studies (Battelle, 1995). Request publication no. D803.

HIV Prevention Community Planning: Self-Assessment Tool for Community Planning Groups

This manual is a self-assessment tool designed to help community planning groups, health departments, and community-based organization co-chairs find ways to strengthen and improve the second year of HIV prevention community planning (Academy for Educational Development, 1995). Request publication no. D202.

HIV Prevention Community Planning, Year One Progress: In-Depth Review Reports

These four reports provide a thorough and focused examination of progress in achieving specific core objectives of HIV prevention community planning (Centers for Disease Control and Prevention, 1995). Request publication no. D794.

HIV Prevention Community Planning: Puzzled Over Getting Started?

This information package is designed to help state and local health department HIV Prevention Cooperative Agreement grantees get started in HIV prevention community planning (Centers for Disease Control and Prevention, 1994). Request publication no. D796.

HIV Prevention Community Planning: Shared Decision Making in Action

This report analyzes the relationship between HIV/AIDS prevention and community health planning. It discusses the epidemiology of HIV/AIDS as it relates to the current state of community planning in the U.S (Centers for Disease Control and Prevention, 1998). Request publication no. D006.

HIV Prevention Priorities: How Community Planning Groups Decide

This document summarizes the experiences of planning groups in conducting priority setting and provides practical suggestions and lessons learned for others as they attempt this task (Academy for Educational Development and National Alliance of State and Territorial AIDS Directors, 1996). Request publication no. D587.

Networking Directory: Strategies and Practices for HIV Prevention Community Planning

This directory of community-based HIV prevention programs is designed to help sharing among community-based colleagues (Centers for Disease Control and Prevention and National Alliance of State and Territorial AIDS Directors, 1995). Request publication no. D790.

Overview of HIV/AIDS Prevention Interventions: An Approach to Examining Their Effectiveness

This guide helps community planning groups identify, analyze, and prioritize HIV/AIDS prevention interventions (Academy for Educational Development, 1995). Request publication no. D222.

Priority Setting in HIV Prevention Community Planning

This report reviews priority setting and HIV prevention needs and interventions in the community environment (Academy for Educational Development, 1994). Request publication no. D800.

Sample Models and Tools for Conducting Needs Assessment for HIV Prevention Community Planning

This document provides a variety of sample tools used for conducting HIV prevention needs assessment. It is intended to supplement Handbook for HIV Prevention Community Planning (National Alliance of State and Territorial AIDS Directors, Academy for Educational Development, Centers for Disease Control and Prevention, 1994). Request publication no. D801.

Selected Papers on "What Works in HIV Prevention"

CDC compiled this list of articles and comprehensive papers on community planning to help community planning groups locate key resources (Centers for Disease Control and Prevention, 1994). Request publication no. D797.

Suggested Guidelines for Developing an Epidemiologic Profile for HIV Prevention Community Planning

These guidelines are intended for epidemiologists who would like additional guidance in developing an epidemiological profile and also serve as a useful reference for community planning group members interested in data issues (Centers for Disease Control and Prevention, 1995). Request publication no. D875.

Summary of Major Findings from Year One of HIV Prevention Community Planning

This report summarizes the major findings of the numerous national evaluations of the first year of HIV prevention community planning (Centers for Disease Control and Prevention, National Alliance of State and Territorial AIDS Directors, 1995). Request publication no. D795.

Summary of Major Findings from Years Two and Three of HIV Prevention Community Planning

This document identifies areas of significant progress, continuing need, and emerging trends in implementing the community planning process, and discusses some implications of the identified findings (Centers for Disease Control and Prevention, 1997). Request publication no. D596.

Summary Report, Review of Core Objectives: The First Year of HIV Prevention Community Planning

As part of a national effort to assess HIV prevention community planning, this report systematically reviews what the FY95 funding applications and their accompanying HIV prevention plans reveal about the first year of community planning (Academy for Educational Development, 1995). Request publication no. D799.

Supplemental Guidance on HIV Prevention Community Planning for Noncompeting Continuation of Cooperative Agreements for HIV Prevention Projects

This funding announcement outlines procedures to be followed by state and local health departments who have received HIV Prevention Cooperative Agreements as they prepare to undertake HIV prevention community planning (Centers for Disease Control and Prevention, 1993). Request publication no. D051.

What Intervention Studies Say About Effectiveness: A Resource for HIV Prevention Community Planning Groups

This document focuses on demonstrated effectiveness of interventions, one of the core considerations in HIV prevention community planning. The document is intended to be a companion to the Overview of HIV/AIDS Prevention Interventions: An Approach to Examining Their Effectiveness (Academy for Educational Development, 1996). Request publication no. D922. ■

Materials Available Through Other Organizations

To obtain copies of the following materials, contact the publisher directly.

A Hands-On Guide to Planning and Evaluation: How to Plan and Evaluate Programs in Community-Based Organizations

This is a step-by-step guide, including extensive worksheets and references, to planning and evaluating community-based AIDS education and prevention programs (Canadian Hemophilia Society, 1996). To order, contact Canadian Public Health Association, National AIDS Clearinghouse, 1565 Carling Ave., Ste. 400, Ottawa, Ontario K1Z 8R1, Canada; 613-725-3434.

Community Planning: A National Strategy to Improve HIV Prevention Programs

This article describes 13 principles CDC has outlined as essential for community prevention planning (Human Sciences Press, Inc., 1995). To order, contact Human Sciences Press, Inc., 233 Spring Street, New York, NY 10013-1578; 212-620-8000.

Community Planning for HIV Prevention & Services, What's In It for Youth?

This report provides an overview of the Centers for Disease Control and Prevention's HIV prevention community planning efforts. It provides general background information on the Ryan White CARE Act of 1990 and eligibility for funding for Title I CARE grants and Title II grants (National Network for Youth, Inc., 1995). To order, contact National Network for Youth Inc., Safe Choices Project, 1319 F Street, NW, Suite 401, Washington, DC 20004; 202-783-7949.

Community Planning and Prevention: 1997 Status Report

This report contains the results of a survey by the National Alliance of State and Territorial AIDS Directors (NASTAD) and provides a national

picture of planning activities and issues from the perspective of health department personnel responsible for community planning (NASTAD, 1997). To order, contact NASTAD, 444 N. Capitol St., NW, Suite 339, Washington, DC 20001-1512; 202-434-8090.

Development of Management and Operational Indicators for HIV Prevention Community Planning

This draft report examines how HIV prevention community planning is affecting HIV prevention programs in terms of the impact on services, expenditures, and the cooperative agreement application process (Macro International, 1996). To order, contact Macro International, 3 Corporate Square, NE, Atlanta, GA 30329-2013; 404-321-3211.

Do's and Don'ts for an Inclusive HIV Prevention Community Planning Process: A Self-Help Guide

This guide provides government health departments and community planning groups with the tools to design and implement an effective HIV prevention community planning process. The guide reflects a special concern for inclusion of minorities (National Council of La Raza, 1994). To order, contact National Council of La Raza, Center for Health Promotion, AIDS Center, 202-785-1670.

Effective HIV Prevention Community Planning: An Assessment of State Initiatives

This report details findings from an assessment of state AIDS directors conducted in 1993. A greater integration between governmental and nongovernmental planning groups was recommended (Association of State and Territorial Health Officials (ASTHO), 1994). To order, contact ASTHO, 1275 K St., NW, Ste. 800, Washington, DC 20005; 202-371-9090.

Evaluating HIV Prevention Community Planning

This journal article provides guidance for those who are assessing HIV prevention community planning activities. It presents an evaluation of the first year of implementation of HIV prevention community planning in New York City (Sage Publications, Inc., 1996). To order, contact Sage Publications Inc., P.O. Box 5084, Thousand Oaks, CA 91359-9924; 805-499-0721.

HIV Prevention Community Planning Profiles: Assessing the Impact

This report evaluates, at the local level, the second year of the HIV prevention community planning initiative. It profiles eight grantees: Alabama; Arizona; California; Chicago, Illinois; Kansas; Massachusetts; and Puerto Rico (U.S. Conference of Mayors, 1996). To order, contact U.S. Conference of Mayors, Health Programs, 1620 I St., NW, Washington, DC 20006; 202-293-7330.

HIV Prevention Community Planning Profiles: Assessing Year One

This report reveals the findings of an evaluation of nine CDC grantees during the first year of HIV prevention community planning. It describes the context in which the community planning groups operated and identifies patterns and trends across sites (U.S. Conference of Mayors, 1995). To order, contact U.S. Conference of Mayors, Health Programs, 1620 I St., NW, Washington, DC 20006; 202-293-7330.

Lift Your Voice Through Community Planning

This fact sheet addresses the importance of involving African-American women in the community planning process (National Council of Negro Women, 1997). To order, contact the National Council of Negro Women, National Office, 633 Pennsylvania Ave., NW, Washington, DC 20004; 202-737-0120.

National Alliance of State and Territorial AIDS Directors (NASTAD): HIV Prevention Community Planning Assistance Project

This fact sheet describes the components of the NASTAD program to aid communities in planning for HIV prevention (NASTAD, 1996). To order, contact NASTAD, 444 N. Capitol St., NW, Suite 339, Washington, DC 20001-1512; 202-434-8090.

Nuts & Bolts of HIV Prevention Community Planning

Projects that receive federal HIV prevention funds are required to implement prevention community planning activities. This fact sheet outlines requirements with which grantees must comply, roles and responsibilities of health departments and community planning groups, and CDC's role in the process (Academy for Educational Development, 1995). To order, contact Academy for Educational Development, 1255 23rd St., NW, Washington, DC 20037; 202-884-8000.

101 Questions for Community Health Promotion Program Planning

This article identifies important aspects of community health planning and provides a checklist of questions that should be addressed in health promotion programs (American Association of Health Education, 1994). To order, contact the University of Central Arkansas, Department of Health Sciences, Comprehensive School Health Education Center, P.O. Box 5016, Conway, AR 72035; 501-450-3194

Positive Input: Your Guide to HIV Prevention Community Planning

This manual outlines an HIV prevention community planning process designed to ensure that prevention efforts integrate the opinions and concerns of all affected (National Association of People with AIDS (NAPWA), 1994). To order, contact NAPWA, 1413 K St., NW, Seventh Floor, Washington, DC 20005-3476; 202-898-0414.

Technical Assistance Briefing Book: For Community Planning Groups

This book explains technical assistance (TA) for HIV prevention community planning groups: what it is, how it works, how to request it from CDC, and what recipients are responsible for. Sample TA requests and responses are included (Academy for Educational Development, 1995). To order, contact Academy for Educational Development, 1255 23rd Street, NW, Washington, DC 20037; 202-884-8000.

The Council of State and Territorial Epidemiologists Technical Assistance for HIV Prevention Community Planning

This fact sheet outlines the role the Council of State and Territorial Epidemiologists will play to aid communities with prevention community planning activities (Centers for Disease Control and Prevention, 1995). To order, contact the Centers for Disease Control and Prevention, National Center for Infectious Diseases, HIV/AIDS Surveillance Report Database, 1600 Clifton Road, NE, Atlanta, GA 30333; 404-639-2076.

The HIV Prevention Community Planning Process: Sharing Evaluation Instruments and Measures; 1997 Prevention Summit

This report contains a sample HIV prevention community planning evaluation instrument (SJSU Community Health Studies Group, 1997). To order, contact SJSU Community Health Studies Group, 153 Los Altos Avenue, Walnut Creek, CA 94598; 510-944-0570.

Workshop Track Survey: 1996 Prevention Summit; HIV Prevention Community Planning Co-Chairs Meeting

This report presents a survey of co-chairs of HIV prevention community planning groups who attended the 1996 Prevention Summit, which focused on vision, leadership, community planning, and what works in HIV prevention (National Alliance of State and Territorial AIDS Directors (NASTAD), 1995). To order, contact NASTAD, 444 N. Capitol St., NW, Suite 339, Washington, DC 20001-1512; 202-434-8090.

Youth Voices in HIV Prevention: The Intended and Unintended Results of Gaining the Voices of Youth for Community HIV Prevention Planning in Pennsylvania

This report outlines the benefits and potential results of involving youth and young adults in Pennsylvania's HIV prevention community planning process (Pennsylvania Prevention Project, 1996). To order, contact Pennsylvania Prevention Project, University of Pittsburgh, 200 Meyran Ave., Ste. 401, Pittsburgh, PA 15213; 412-383-1777. ■

